



DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

PROGRAM TECHNICIAN II - Sacramento
Permanent — Full-time

The Department of Real Estate has openings in its Business Support, Licensing Examinations and Original Licensing sections for a Program Technician II. The position(s) are located at 2201 Broadway in downtown Sacramento and are permanent, full-time.

Duties of the position in Business Support include:

- Analyze, interpret, investigate, verify and accurately enter broker and corporation officer license renewals.
- Review deficiencies regarding continuing education to determine if a licensee has made a good faith effort in completing continuing education and is eligible for a 90 day extension.
- Process changes to existing broker, officer and corporation licensing records.
- Provide telephone coverage on incoming public lines providing laws, rules, regulations and policies of Real Estate law and the Department of Real Estate.
- Other duties as required.

Duties of the position in Licensing Examinations include:

- Analyze, interpret, investigate, verify and accurately enter salesperson, broker and combination examination/licensee applications.
- Answer phone inquiries in regard to salesperson and broker examination qualifications, availability of examination dates, times and sites, rescheduling of examination dates, and provide information regarding the status of original or 18 month conditional licenses.
- Review and evaluate course transcripts to determine if courses are from accredited institutions and approved by the Department.
- Other duties as required.

Duties of the position in Original Licensing include:

- Review and process original salesperson and broker license applications.
- Ensure that applications are properly completed, educational requirements have been satisfied and proper fees submitted.
- Review documentation such as passports, birth certificates, etc. to satisfy proof of legal presence requirements.
- Answer phone inquiries regarding original broker and salesperson license application status.
- Other duties as required.

Required qualifications:

- Excellent technical and analytical skills.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Patience and tact in dealing with the public, staff members, and others.
- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.
- **Ability to successfully demonstrate keyboarding skills. A keyboarding skills test will be given, however, if you have a current typing certificate (40 wpm or greater), you will not have to take the keyboarding skills test.**

Desirable qualifications:

- Dependability and excellent attendance.
- On-line inquiry computer experience.
- Ability to lift up to 50 lbs. as required.
- Personal computer experience using Word or equivalent application.

Salary Range: \$2465 - \$2998

Who may apply: Current State employees at the Program Technician II level, those who are transferable to the class, and those individuals who are currently participating in DRE's Program Technician II examination. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797; CALNET 8-498-0797

For information on the positions contact:

<u>Business Support</u>	<u>Licensing Examinations</u>	<u>Original Licensing</u>
JoAnn Mejia	Marilyn Francis	Carmen Jolly
SPT III	SPT II	SPT II
(916) 227-0883	(916) 227-3850	(916) 227-0948
CALNET 8-498-0883	CALNET 8-498-3850	CALNET 8-498-0948

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

FINAL FILING DATE: September 11, 2006

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date. Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.